

MEMORANDUM

To: Program Directors
Health Officers
Personnel Liaisons and Officers,
Headquarters Administrations
County Health Departments

From: Leslie Friedman, Chief
Administration Division
Office of Human Resources

Subject: Emergency Check Advances

Date: January 31, 2008

The Payroll Office as well as the Accounting Division has been experiencing a large number of employees with Direct Deposit failing to make restitution for emergency checks that have been issued to them because they did not receive a regular paycheck. In the past the payroll office has been very lenient in who has been eligible to receive an advanced check. Since there is no way through the payroll system to recover money advanced to a Direct Deposit Employee we have no choice but to tighten the eligibility requirements for DHMH employees.

Therefore, effective immediately we are issuing new Guidelines Governing Employees Eligible to Receive an Emergency Check Advance through the payroll/general accounting departments. Having said this we will no longer issue emergency checks for late timesheets, special payments payroll vouchers, late submission of paperwork for leave, etc. Emergency Checks will still be issued for newly hired permanent and contractual employees provided they have submitted timesheets to cover the period in question.

If a situation were to occur where an emergency check is authorized for a "Direct Deposit Employee" it will be the employees responsibility to provide the General Accounting –with a **post-dated check**, made payable to "DHMH-Working Fund", prior to the advance being processed. For the offices located in the Baltimore area this will not pose a big change. However, for the health departments we will no longer be able to send emergency checks with your regular paychecks unless the accounting department has the **post-dated check from the employee in hand**. Therefore, it is strongly recommended that if you have hired any new staff that you access the POSC no later than Monday to determine if your employees will be receiving a regular check or if they will need an emergency check. If they will not be receiving a regular check you may contact a supervisor in the payroll office to at least start the process as well as obtaining a **post-dated check** from the employee.

All questions regarding these guideline changes may be directed to Ms. Rochelle Boyd, Payroll Director, at 410 767-5550, Pamela Einschultz, Supervisor at 410 767-5549, or Monet Maddux, Supervisor at 410 767-5551.

C: Irma Bevans, Director Fiscal Services
Rochelle Boyd, Director Payroll
Maggie Crawford, DHMH Working Fund
Payroll